

ASBCE

Renewal Issue 2012



Update

SPECIAL RENEWAL ISSUE!

See inside for complete
details on
all Renewal Requirements
and Procedures, Online
Renewals, License Fees,
CE Requirements
AND MORE



BEGINNING AUGUST 15TH

www.chiro.alabama.gov

*Visa *MasterCard

*Discover

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RENEW **ONLINE**

Renewing online is the best way to renew. It is quick, efficient and paperless. Upon completion, you will receive a confirmation that you can print for your files and be assured that you have paid your fee. **Attention licensees:** Please allow **two (2) business** days after verifying (with Debra) that your CE hours and Business License have been entered in the Board database before you go online to renew your license. (This allows time for the information to update the online system.)



FOLLOW THESE EASY STEPS FOR LICENSEES

- Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services.
- You will then see the page "Online Services" showing a list of online services. Click on License Renewal.
- You will be taken to a login screen where you can access your record. Enter the information requested.
- Once logged into your record you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next page.
- After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you should print and keep as your receipt of payment.
- There will be a notice telling you if you need to fax hours or your business license to the Board. If you get this notice send to Debra ASAP.
- The Board will no longer mail Renewal Cards. Please wait 7 business days then log back in to the same website and click Print Renewal Card to print your card.

FOLLOW THESE EASY STEPS FOR CLINICS

- Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services.
- You will then see the page "Online Services" showing a list of online services. Click on Facility Permitting
- On the new page select Permit Renewal.
- You will be taken to a login screen where you can access your record. Enter the information requested.
- Once logged into your record you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next page.
- After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you should print and keep as your receipt of payment.
- The Board will no longer mail Renewal Permits. Please wait 7 business days then log back in to the same website and click Print Renewal Permit to print your permit.

RENEW BY MAIL

- If you cannot renew online you must request a renewal form (that will be mailed to your address on file with the Board) please send a written request for a paper form. Note: If you have email then you can renew online.
- Please note that renewing by mail may take up to 4 weeks to process after the completed renewal form is received.
- A late fee will be imposed if you renew after the expiration date.



PAYING BY MAIL USE EITHER:

- Cashier's Check
- Money Order



RENEWAL FEES

If completed by
September 30, 2012



(Completed means paid online by midnight on September 30, 2012, and all approved CCE and a copy of your business license are in to the Board office before September 30.)

- Active\$300
- Inactive (out of state only).....\$150
- Retired (not practicing in any state) ...\$150
- Non-licensed Clinic\$ 75

If completed on or after

October 1, 2012

(Completed means paid online after midnight of September 30, 2012, and/or paperwork received in Board office on or after October 1, 2012.)

Late Fees

- October\$ 50
- November\$100
- December \$250

RENEWAL DEADLINES

FOR 2012-13 LICENSES & PERMITS

- September 30, 2012 - last day to complete your renewal without penalty
- September 30, 2012 - last day to renew in order to have license issued to active status on October 1, 2012
- October 1, 2012 - add \$50 penalty fee
- November 1, 2012 - add \$100 penalty fee
- December 1, 2012-add \$250 penalty fee
 - January 1, 2013 - 2011-2012 licenses /permits expire. If not renewed for 2012-2013, you are forfeit by operation of law and may not engage in chiropractic activities that require a license or permit.

Licenses and Permits to Be Renewed

ALL licenses and permits must be renewed. If you hold or are responsible for one of the following licenses, renew it before October 1, 2012, to avoid additional penalties. The following must be renewed if you want to continue to practice in Alabama:

■ ACTIVE LICENSES

■ INACTIVE LICENSES

(practicing in a state other than AL)

■ RETIRED

(not practicing in any state)

■ NON LICENSED CLINIC PERMITS

(required if any part of clinic is owned by someone other than a DC)

*The following fees are charged by
Alabama Interactive to process online
transactions.*

Active \$300 + \$9 Total \$309.00

Inactive & Retired \$150 + \$4.50

Total \$154.50

How well do you know the AL Rules & Regulations?

1. What is the Continuing Education Requirement for Active DC license renewal?

- a. 24 hours total each renewal period
- b. 18 hours total each renewal period
- c. 36 hours total every other year
- d. 12 hours total each renewal period

2. Which of the following is a mandatory course for license renewal?

- a. Alabama Law
- b. Risk Management
- c. Ethics
- d. Record Keeping

3. You are required to keep accurate written patient records for ____ years.

- a. 3 years
- b. 5 years
- c. 7 years
- d. indefinitely

4. When does your license lapse requiring you to reapply for reinstatement before practicing?

- a. July 31
- b. September 30
- c. December 31
- d. August 15

5. If your clinic has a non licensed owner who owns less than 10% interest in your clinic, are you required to obtain a Non Licensed Clinic Permit?

- a. yes
- b. no

6. Who is responsible for the content of all your advertisements?

- a. Me, the DC
- b. The office manager
- c. The place where the ad was purchased
- d. All of the above

7. What treatment dollar amount is covered by the Trust Accounting Rule?

- a. over \$300
- b. over \$500
- c. over \$1,000
- d. over \$2,000

8. Within ____ days you must you must notify the Board's Executive Director of a change of all addresses.

- a. 10
- b. 15
- c. 30
- d. 45

9. What is the fee for a replacement license?

- a. \$25
- b. \$50
- c. \$150
- d. \$300

10. When a licensee retires, terminates employment or otherwise leaves a chiropractic practice, which is responsible for ensuring that active patients receive reasonable notification and are given the opportunity to arrange for the transfer of their patient records?

- a. The office manager
- b. The owner of the clinic
- c. Me, the DC
- d. The custodian of records

You're finished. Go to page 6 for the answers and your score.

Q's & A's

Q: In what time frame do courses have to be taken to count toward the 2012-2013 renewal?

A: Courses taken

between October 1, 2011 and September 30, 2012, are acceptable for meeting renewal requirements in 2012.

[License Law Section 34-24-165 (a)]

Q: How do I know how many CCE hours I have taken?

A: All licensees must check their CCE by calling Debra Darnell at the Board Office (800-949-5838 ext. 221)

Q: How can I find out where courses are approved by the Board?

A: Read the July 2012 newsletter on our Web site located under the Newsletter link on the home page.

Q: If I am a new licensee and graduated less than 12 months ago, do I have to take courses for renewal?

A: Yes & No. If a licensee's graduation date is within 12 months of the license issue date you only have to obtain 4 AL Law hours the first year. All other new licensees must obtain the entire 18 hours.

[License Rule 190-X-2-.11(2)(b)]

Q: If I took 36 hours of CCE during this current license period to renew my license, will those hours take care of my renewal for the next period?

A: No. For hours to apply to the 2013-2014 renewal year they must be taken between October 1, 2012 and September 30, 2013.

Q: What if I took some courses in another state?

A: Courses taken by a DC (practicing in Alabama) in another state may be used to satisfy the requirement of hours of CCE. If you have taken courses in another state since October 1, 2011, or are planning on taking courses in another state prior to September 30, 2012, you must submit the following documentation to the Board in order to receive credit:

1. Verification that the course is approved by the Alabama Board.
2. Verification of the number of hours for which it is approved.
3. Verification that you attended 100 percent of the course. [License Rule 190-X-2-.11)]
4. See out of state requirements.

RENEWAL REQUIREMENTS FOR

OUT OF STATE LICENSEES

Licensees who practice in another state have options from which to choose to satisfy continuing education requirements for license renewal.

Option 1

Take 18 hours of Alabama-approved CE, including 2 hours of Alabama Law. The elective hours can be taken out-of-state as long as you provide verification of the dates you attended the course, the course approval number of the Alabama Board, and the number of hours for which it was approved.

Option 2

Submit verification of attendance in the state where the licensee actually practices. The certification of attendance or letter must show:

1. License #
2. Approval # by your State Board of CCE.



License Renewal Information:

- All licenses expire at midnight on September 30, 2012.
- Active, Retired, and Inactive licenses must be renewed to be 2012-13 Current.
- Renew online at www.chiro.alabama.gov

▪ Renewal fees are as follow:

- DC Active License \$300 •Retired/Inactive \$150
Non-licensed Clinic Owner \$75
- All licenses must be renewed, including the Non-Licensed Clinic Owner Permit.
- Renewal fees received October 1, 2012 through December 30, 2012, will be subject to late fees to be paid in addition to the renewal fee.

▪ Late renewal fees are as follow:

- October \$50 •November \$100 •December \$250

▪ Acceptable forms of payment:

- Online: Visa, MasterCard, Discover
- Transaction Fees: \$9.00 Active Renewal
\$4.50 Inactive or Retired

CONTINUING EDUCATION REQUIREMENTS FOR 2012-13 LICENSE RENEWAL

Basic Information:

- Total CE needed:
 - DC 18 hours
 - Non-licensed Clinic Owners 2 AL law
License Law Section 34-24-165(a)
License Rule 190-X-2-.11
190-X-2-.17(8)
- Deadline: September 30, 2012
License Law Section 34-24-165
- Courses to take:
 - 2-4 hours in AL Chiropractic Law
 - 16 hours in approved elective courses
License Rule 190-X-2-.11
190-X-2-.17(8)

Answers to License Law Quiz

1)b	6)a	Grading Scale
2)a	7)b	100 Excellent
3)b	8)b	80 Good
4)c	9)b	70 Not so hot
5)a	10)c	Below 70 You might want to read up on Alabama Law

RETIRED LICENSEES ARE EXEMPT FROM CCE CREDIT

Confusion still exists regarding exemption from CCE requirements. Many licensees think that the exemption applies as soon as they stop practicing. This is not true. As stated in Section 34-24-165(c) retired licensees are excused. Rule 190-X-2-.14 provides that “retired” licensees are exempt from meeting continuing education requirements only if they have a Retired license.

There are 2 requirements.

1. You must have a “Voluntary Retirement Affidavit” on file in the Board office
AND
2. You must maintain a current “Retired License” status & renew each year.

Licensees must meet both of these requirements in order to be exempt from continuing education requirements. If you are exempt from taking continuing education, you will use a “-R” behind your license number when you log in through Online Services on the Board’s Web site. Otherwise, 18 hours of continuing education must be completed by September 30, 2012, to have your license renewed to active status as of October 1, 2012.

Note: The affidavit is on the “Forms” page of our website

ASBCE

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OUR MISSION

To regulate and license doctors of chiropractic in order to protect the people of Alabama.

OUR VISION

To ensure the people of Alabama will receive professional, ethical and quality care in utilizing chiropractic services to maximize health benefits.

OUR VALUES

Excellence, integrity, communication and ethics.

R. Brian Wells, DC, President,
Member District 3

Kenneth J. Randolph, DC, Vice – President,
Member District 4

Larry H. Heaton, DC, Secretary / Treasurer,
Member District 5

Gerald J. Collins, DC, Member District 6
Jerry S. Kirby, DC, Member District 2

Gregory A. Kuhlmann, DC, Member District 1

Peter E. Keen, DC, Member District 7

James O. Gordon, DC, Minority Member /
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DEADLINE

Remember when renewing online you must fax or email any needed documentation, complete the online application and payment by midnight on September 30, 2012 to avoid the late penalty. Do not rely on your computer clock if you are renewing close to midnight.

New This Year

The Board will not mail renewal cards or permits. Please wait 7 business days after completing the online application then return to www.chiro.alabama click online services then License Renewal or Facility Permitting. Log back in and click Print Renewal Card or Print Permit to print your card or permit.

SPECIAL RENEWAL ISSUE

**Renewal Deadline:
September 30, 2012**

Renewing online is the best way to renew your license. It is quick, efficient, and paperless. Upon completion, you will receive a confirmation that you should print for your files. To avoid a late penalty, you must renew prior to the last day of September. If you procrastinate until the last day there can be a lot of users trying to log on to renew which will cause the system to be slow. Since the Board's telephone hours are from 8:00 a.m. to 4:00 p.m. there will be no staff available to assist you should you encounter a problem.